

ARIZONA BOARD OF APPRAISAL
1400 West Washington, Suite 360
Phoenix, Arizona 85007
(602)542-1539 FAX (602)542-1598
Web Site: www.appraisal.state.az.us

**REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR
REACTIVATION OF LICENSE OR CERTIFICATE FROM INACTIVE STATUS
For Other Than Active Military Duty**

The attached application is intended for use by applicants for reactivation of license or certificate from inactive status pursuant to A.R.S. § 32-3627.

All entries must be typewritten or printed in ink. If you do not answer EVERY question, your Application will be considered incomplete and will delay the reactivation of your license or certificate from inactive status.
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FEES: \$0.

PERIOD OF INACTIVE STATUS: The period a license or certificate is on inactive status may not exceed two years.

RESTRICTIONS UNDER INACTIVE STATUS: A license or certificate holder on inactive status shall not: (1) Represent that the license or certificate holder is an active appraiser licensed or certified in Arizona; or (2) Perform real estate appraisals or appraisal reviews on real estate in Arizona.

REACTIVATION OF INACTIVE STATUS: A license or certificate holder on inactive status must file with the Board an application for reactivation of the license or certificate BEFORE resuming real estate appraisal activity. To return to active status, an inactive license or certificate holder shall do both of the following: (1) File with the Board an application for reactivation of the license or certificate; and (2) Provide evidence of completion of the required continuing education that the license or certificate holder would have been required to meet during the period when a license or certificate holder's license or certificate was on inactive status. A license or certificate holder on inactive status remains on inactive status until the Board approves the application for reactivation.

FAILURE TO MAKE TIMELY APPLICATION FOR REACTIVATION: If the holder of an inactive license or certificate does not make timely application for reactivation, the holder must reapply for licensure or certification meeting all of the requirements in effect at the time of the reapplication.

RENEWAL APPLICATION AND RENEWAL FEE: A license or certificate holder on inactive status must pay the renewal fee and complete an application for renewal as required by A.R.S. § 32-3619. A license or certificate holder on inactive status is not required to provide evidence of completion of the continuing education requirements until the application for reactivation is filed.

NOTIFICATION IN WRITING BY THE BOARD: Because each applicant must be provided notification in writing and to allow Board staff the opportunity to process all applications in a timely manner, please be patient and wait for your written notification. Thank you for your cooperation.

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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

**APPLICATION FOR
REACTIVATION OF LICENSE OR CERTIFICATE FROM INACTIVE STATUS
For Other Than Active Military Duty**

\$0 Fee

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, your Application will be considered incomplete and will delay the issuance of the reactivation of your license or certificate from inactive status.

Inactive license/certificate number _____

1. Legal name of applicant _____
(Last) (First) (Middle)

2. Mailing address _____
(Number) (Street)

(City) (County) (State) (Zip)

NOTE: All mail will be sent to your mailing address.

3. Daytime telephone number _____

4. Fax number _____

5. E-Mail address _____

6. Business name and address _____

(Number) (Street)

(City) (County) (State) (Zip)

7. Permanent residence address _____
(Number) (Street)

(City) (County) (State) (Zip)

8. List and attach documentation of the Board-approved continuing education appraisal courses you have taken in subjects related to real estate appraisal within your two-year renewal period. A minimum of 28 hours is required, including a 7-hour National USPAP Update Course. Include only those courses lasting at least three hours. ***Separate the live courses from the distance education courses and include the percentage of hours taken through distance education. (Distance Education Courses may not exceed 75% of the total 28 hours and the 7-hour National USPAP Update Course may not be taken through distance education after 6/2/07.)***

Live Course	Sponsoring Institution	Date Completed	Total Hours

Distance Education Courses	Sponsoring Institution	Date Completed	Total Hours

_____ % Percentage of 28 hours obtained through distance education

VERIFICATION BY OATH OR AFFIRMATION

I have read and understand the requirements for reactivation of my license or certificate from inactive status and hereby request to have my license or certificate reactivated from inactive status.

Type or print name of applicant

Signature of applicant

Date

IRREVOCABLE CONSENT TO SERVICE OF PROCESS

(For Nonresidents of Arizona Only)

By signing this application, I give my irrevocable consent that service of process on me may be made by delivery of the process to the Secretary of State if, in an action against me in a court of this state arising out of my activities as a state licensed or state certified appraiser, the plaintiff cannot effect, in the exercise of due diligence, personal service on me.

Signature of applicant

Date

STATE OF _____)
) ss.
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public My commission expires: _____